

EFFECTIVE

June 1, 2021.

Subject(s)

1. FOM 722-03B, Relative Engagement and Placement.
2. FOM 923, Relative Licensing

**1) FOM 722-03B,
Relative
Engagement and
Placement**

Program Responsibility

The caseworker with primary case management responsibility when a task is required should be responsible for task completion unless otherwise specified.

Reason: Childrens Services Agency (CSA) recommendation.

Emergency Relative Placements

Emergency relative placements made with the MDHHS-5770 were expanded to include placement changes after a child has been placed in an unrelated home on an emergency basis.

Reason: CSA recommendation.

Parents Residing in the Relative Home

When a parent on Central Registry resides or will reside in the relative home, a recommendation may be made to approve placement. The county director, designated child welfare director, or private agency child welfare director must approve the Relative Placement Safety Screen and the Relative Placement Home Study.

The caseworker must establish a safety plan with the relative to identify and address any safety concerns. The caseworker must document safety plans on the Relative Placement Safety Screen and the Relative Placement Home Study.

Reason: CSA recommendation.

Minors Adjudicated of Convicted of a Sexual Offense

If a minor household member has been adjudicated or convicted of a sexual offense and is required to register as a sex offender, a review and assessment of the convictions must be completed and director approval is required prior to placement.

Reason: CSA recommendation.

Good Moral Character Convictions

Removed the reference to the BEM 705 Crime Codes list.

Reason: CSA recommendation.

Director approval is required for Relative Placement Home Study annual reviews when the caregiver has a conviction listed in CWL PUB 673, Good Moral Character.

Reason: CSA recommendation.

Out-of-State Clearances

Results of out-of-state child abuse/neglect registry clearances and criminal history background checks received after the approval of the Relative Placement Safety Screen must be documented in an addendum on the Relative Placement Safety Screen or the Relative Placement Home Study.

Reason: CSA recommendation.

Unlicensed Placement Limitations And Exception Requests

Removed policy guidance on unlicensed placement limitations and exception requests and linked to FOM 722-03E Placement Exception Requests and Approvals.

Reason: Reorganization of policy manuals.

Responsibility for Completion of the Relative Placement Home Study

When the Relative Placement Home Study is completed by an alternate unit within the supervising agency, the foster care worker and foster care supervisor must review the home study and document the review in the social work contacts.

Reason: CSA recommendation.

Caregivers Enrolled to be Licensed

The exception for completion of the MDHHS-5770, Relative Placement Safety Screen, for caregivers who are enrolled for licensure has been removed. All relative caregivers must have an MDHHS-5770.

Reason: CSA recommendation.

DHS-972, Foster Home Licensing Requirements for Relative Licensure

The DHS-972, Foster Home Licensing Requirements for Relative Licensure, is obsolete and no longer required.

Reason: CSA recommendation.

MDHHS 5770 Relative Placement Safety Screen and DHS 3130A Relative Placement Home Study

Updated to reference form numbers instead of form titles.

Reason: CSA recommendation to allow for easier form identification.

**2)FOM 923,
Relative Licensing**

DHS-972, Foster Home Licensing Requirements for Relative Licensure

The DHS-972, Foster Home Licensing Requirements for Relative Licensure, is obsolete and no longer required.

Reason: CSA recommendation.

Relative Licensure Incentive Funds

Policy requirements related to the receipt of relative licensure incentive funds were removed, as these funds are no longer available.

Reason: CSA recommendation and budget update.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items...

[FOM 722-03B, Relative Engagment and Placement](#)

[FOM 923, Relative Licensing](#)

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